

YUMA COUNTY HUMAN RESOURCES DEPARTMENT

REQUISITION FOR OPEN POSITION ANNOUNCEMENT

TO INITIATE THE ANNOUNCEMENT OF AN OPEN POSITION WITHIN YOUR AGENCY, COMPLETE THE FOLLOWING INFORMATION AND RETURN TO THE HUMAN RESOURCES DEPARTMENT.

SECTION A: POSITION INFORMATION

FOR OFFICE USE ONLY
RECRUIT #:

- ☐ PUBLIC ANNOUNCEMENT (10 days) ☐ TO ESTABLISH AN ELIGIBILITY LIST
- ☐ OPEN UNTIL FILLED
- ☐ PROMOTIONAL (5 days) HRS PER WEEK: PAY GRADE:
- ☐ FULL- TIME ☐ PART- TIME ☐ TEMP. ☐ LIMITED POSITION

POSITION TITLE:

POSITION CONTROL #:

REQUEST FOR OPEN POSITION

FUND # _____ %

MUST HAVE FUND NUMBERS

PROJECT# _____ TASK# _____ AWARD# _____

END
DATE _____

FUND # _____ %

INCLUDED TO BE PROCESSED

PROJECT# _____ TASK# _____ AWARD# _____

END
DATE _____

FUND # _____ %

PROJECT# _____ TASK# _____ AWARD# _____

END
DATE _____

FUND # _____ %

PROJECT# _____ TASK# _____ AWARD# _____

END
DATE _____

INCUMBENT OR DATE BOARD APPROVED NEW POSITION:

- ☐ IF NEW POSITION COPY OF TRANSMITTAL FORM MUST BE ATTACHED

AGENCY:

DATE POS AVAIL:

DESIGNATED NEOGOV HIRING MANAGER(S): _____

SECTION B: ADVERTISEMENT

IS SPECIAL ADVERTISING REQUIRED? IF YES, PLACE AD WITH:

SUPPLEMENTAL QUESTIONNAIRE ATTACHED TO WITH POSITION ☐ YES ☐ NO

SALARY RANGE TO ADVERTISE FOR POSITION:

SECTION C: SKILLS PREFERRED (Special Requirements)

List other specific skills that are not listed on the job descriptions that will assist with applicant preference:

AGENCY HEAD SIGNATURE _____ DATE _____

FOR HUMAN RESOURCES USE ONLY

DATE RECEIVED		DATE OPEN		DATE CLOSE		JOB NUMBER		GRADE/STEP	
COMMENTS									